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GRAHAM FIRE & RESCUE BOARD OF FIRE COMMISSIONERS REGULAR BOARD MEETING OCTOBER 14, 2013

CALL TO ORDER

Commissioner Pierson called the meeting to order at 7:00 p.m.

Attendance:

Present: Commissioner Gerald W. Gustafson, Commissioner Verne M. Pierson, Commissioner Robert E. Skaggs, Deputy Chief Tony Judd, Assistant Chief Todd Jensen, Assistant Chief Steve Richards and Board Secretary Jodi Reynolds

Absent: Chief Ryan Baskett had an excused absence.

Commissioner Pierson led the Pledge of Allegiance and welcomed the audience.

APPROVAL OF THE AGENDA:

Commissioner Skaggs moved to approve the Agenda as amended with a modification to the financials total. Commissioner Gustafson seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES:

The minutes of the Special Board Meeting of September 18, 2013, were approved as presented.

The minutes of the Special Board Meeting of October 2, 2013, were approved as presented.

CORRESPONDENCE:

- Thank You Note from Liberty Middle School
- Invitation to Pierce County Skills Center Dedication and Groundbreaking Ceremony – Deputy Chief Judd informed the Board Chief Baskett plans to attend.
- Department of Labor & Industries Rate Increase Notice – Commissioner Pierson asked Deputy Chief Judd what the 2.7% rate increase means to the District in dollars. Deputy Chief Judd responded the actual increase to administration appears to be 1% whereas the increase to fire fighters is around 10%. He concluded the increase will be significant, and he would have the total for the next budget meeting.
- Pierce County Fire Prevention Bureau Reports
- MRSC – Local Government Officials/Employees and Initiative Measures

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FINANCIALS:

Payable Vouchers #1125 through #1169 in the amount of \$122,471.63 were presented for approval.

Commissioner Skaggs moved to accept the payables in the amount of \$122,471.63, after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

In Chief Baskett's absence, Deputy Chief Judd presented the Chief's Report. He reported on the following:

Chief Baskett is on vacation this week and will be back on Monday, October 21st.

Public Prevention and Education Office Merdian-Drake is on vacation from October 10th through October 25th.

Kelli Colonna, Captain Henson and Fire Fighter/Paramedic Corak have returned to work.

Brian Zlock's official retirement date was October 8th. Staff would like to plan a presentation for Brian in the near future to thank him for his nine years of service to the department and the citizens of Graham. Brian will be missed.

Volunteer Fire Fighter Eric Anderson has resigned from the department to attend the Tacoma Community College Paramedic Program. His intention is to return to the department after he has completed his training.

Chiefs Baskett and Jensen would like to recognize the citizen, 911 dispatcher and the responders of a code save from last month at the October 28th Board meeting.

Health Care Reform. The Pierce County MSOs made their presentation to the Pierce County Chiefs and Commissioners Associations. Commissioner Pierson stated the presentation to the Commissioners group was extremely well done and informative. Assistant Chief Jensen reported the PowerPoint presentation is available for viewing. Commissioner Pierson requested the presentation be emailed to each member of the Board.

Budget. Staff continues to work on finalizing the budget for the next budget meeting in November.

M&O Levy. Chief Baskett has started assembling a citizen group to make recommendations on the levy.

WCIF Renewal. Washington Counties Insurance Fund provides the department employees with dental insurance, the Employee Assistance Program and life insurance. Deputy Chief Judd requested Board signature on the renewal contract.

BAC HIPAA Agreement. Benefit Administration Company, the administrator of our HRA program, is requiring a new Business Associate Agreement be signed due to the

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changes in the HIPAA laws. Deputy Chief Judd requested Board approval of the agreement.

Commissioner Gustafson moved to approve and sign the Washington Counties Insurance Fund Annual Renewal Application for 2014. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Commissioner Skaggs moved to approve and sign the Business Associate Agreement between Benefit Administration Company, LLC, and Graham Fire & Rescue. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Station No. 21-4 Damage. The bay door reportedly came down on top of E94 while the engine was leaving on a call. The door is bent and two panes of glass are broken. The damage is most likely due to a mechanical malfunction, maybe a defective sensor. Staff is evaluating whether or not to turn a claim in to the insurance company. The early repair estimate is under \$3000, and our insurance deductible is \$2500.

DIVISIONAL UPDATES:

Administration

- 2014 Budget
- HR Review – Setting up 2014 contracts
- M&O Planning/Information Gathering

Training

- Finalizing the new Paramedic OTEP Plan with the County and State
- FIT Testing for SCBA masks
- Exploring Joint Training Opportunities with CPF&R and SPF&R

Logistics

- Researching 2013 NFPA Standards for SCBAs, developing RFP for purchase
- Preparing 2002 Medic Unit for Surplus
- All EMS Supplies have been moved to 21-6 and a new ordering and distribution system have been developed.

Operations

- Patient care and response issues
 - Hospital times, shoot time, type of response
 - Hospital Issues with patients/follow ups
- Staffing – Personnel movement, coverage, Pub Ed events, on duty training
- Changes in Health Care - EMS Impact

Fire Prevention and Education

- Providing education class to Pre-K and Kindergarten on smoke alarms
- Kindergarten 911 calling by children
- Great Escape planning for 2014 with CPF&R (They have new educators.)
- Coordinating Santa Season

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NEW BUSINESS

Resolution No. 823, Retiree Medical Benefit for LEOFF 2 Employees.

Board Secretary Jodi Reynolds read Resolution No. 823, Retiree Medical Benefit for LEOFF 2 Employees, into the record.

Commissioner Skaggs moved the approval of Resolution No. 823, Retiree Medical Benefit for LEOFF 2 Employees, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

OTHER BUSINESS

Deputy Chief Judd distributed the bid documents for the surplus apparatus – aerial ladder truck, medic unit and Cascade air unit – for Board review. He requested Board approval of the minimum values and authorization to advertise for bids. He explained the minimum values were determined by Assistant Chief Richards through websites and dealers.

Commissioner Skaggs moved to approve the Surplus Apparatus Instructions to Bidders, including the minimum values, and authorize staff to advertise for bids. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GOOD OF THE ORDER/PUBLIC INPUT

Deputy Chief Judd informed the Board that Mike Smith, the Tacoma Community College Paramedic Program Director passed away quite unexpectedly over the weekend.

EXECUTIVE SESSION

Deputy Chief Judd requested a ten-minute Executive Session under RCW 42.30.140 professional negotiations, with business to follow.

Commissioner Pierson announced a ten-minute Executive Session under RCW 42.30.140 professional negotiations, with business to follow. The Executive Session was announced as beginning at 7:28.

Commissioner Pierson reconvened the Regular Board Meeting at 7:38 p.m. He announced that during Executive Session discussion was had regarding a Supplemental Agreement between the District and employee Brian Fortner.

Commissioner Skaggs moved to approve the Supplemental Agreement between the District and Brian Fortner. Commissioner Gustafson seconded the motion. Motion carried unanimously.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of October 14, 2013, was adjourned at 7:41 p.m.

Verne M. Pierson, Commissioner

Anthony D. Judd, District Secretary